

**Custom Report: Calendar Summary Report-** The purpose of this report is to assist school/district personnel in verifying a specific school calendar meets the minimum requirements for total instructional dates and hours. The report displays the total number of regular instructional days (greater than or equal to 6 hours), identifies shortened days in the calendar and provides total instructional minutes for each. Total hours and any banked hours (in excess of required 1062 hours) for the calendar are calculated and displayed. The report is only available in District Edition.

**Selection Criteria:** Use the Campus toolbar to select the school year/school/calendar you would like to use for the report. Choose “All Schools” to include all schools and calendars. The report generates in PDF format.

**KDE Contact:** Josh Whitlow, Office of Finance and Operations, Division of District Support

**Pathway:** KY State Reporting | KDE Reports | Calendar Summary

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

**Report Sample:** The report generates a PDF document with data for one calendar per page. The report displays the report date, school name, school year, period schedule name, number of days, instructional minutes (one regular day), total minutes, total shortened day minutes, total instructional days, total school days, dates and instructional minutes for shortened days, total hours and banked hours.

**Suggested report uses:**

- Review and verify total instructional days/minutes and total/banked hours when creating new year calendars to ensure all school calendars meet minimum requirements.
- Generate and review calendars periodically throughout the school year as instructional days are shortened or closed due to illness, weather or emergency to confirm continued compliance or identify need for makeup days.
- If report is only returning the Header without Standard Day minutes, review the calendar’s period schedule to ensure the periods are marked to show they are included in the Standard Day.

Adair Learning Academy	19-20 Adair Learning Academy	Main		
<u>Regular Greater than or equal to 360 Minutes Days</u>				
Period Schedule Name	Number of Days	Instructional Minutes	Total Minutes	Total Shortened Day Minutes
Daily	136	370	50320	620
Daily	38	420	15960	620
KECSAC - Detention	0	0	0	0
KECSAC - Residential	0	0	0	8160
<b>Total Instructional Days</b>	210		66280	8780
<b>Total School Days</b>	220			

Shortened Less than 360 Minutes

Date	Instructional Minutes	Total Minutes
7/1/2019	240	
7/2/2019	240	
7/3/2019	240	
7/4/2019	240	

	8780
<b>Total Minutes:</b>	75060
<b>Total Hours:</b>	1251